

IV. STAFFING AND ORGANIZATION

Staffing and organization involves the procedures for the documentation of staff time at the State level devoted to the various WIC functions, the evaluation and selection of local agencies and the documentation of local agency staffing standards and data.

A. State Staffing - 246.4(a)(4) and (23): describe the information relating to State level staff requirements and utilization as it relates to WIC Program functions and how the State agency will provide a drug-free workplace.

B. Evaluation and Selection of Local Agencies - 246.4(a)(5)(i) and (7): describe the procedures and criteria utilized in the selection and authorization of local agencies.

C. Local Agency Staffing - 246.4(a)(4): describe the State staffing standards which apply to the selection of local agency staff and the means used by the State agency to track and analyze local level staffing data.

STAFFING AND ORGANIZATION
Evaluation and Selection of Local Agencies

A. STATE STAFFING

1. State Level Staff

- a. Record below the current total full time equivalent staff (FTEs) available for each position listed or attach equivalent information in Appendix of this section:**

<u>Position</u>	<u>FTE WIC</u>	<u>FTE In-kind</u>	<u>Total FTE</u>
Director	1		
Nutritionist	13		
Vendor Specialist	16		
Program Specialist	34.5		
Financial Specialist	27.5		
Breastfeeding Specialist	9		
ADP Specialist	25		
Other (specify):	50		
Admin	31		
PFA	2		
EBT	9		
see appendix			

- b. The State agency has a WIC organizational chart showing all positions, titles, and staff names.**

☒ Yes ☐ No

- c. If available, attach an overall organizational chart that identifies the WIC Program's relationship within the State Health Department or Indian Tribal Organization in Appendix Texas Department of Health Organizational Chart of this section.**

**ADDITIONAL DETAIL: Staffing & Organization Appendix
and/or Procedure Manual (cite)**

STAFFING AND ORGANIZATION
Evaluation and Selection of Local Agencies

2. Please estimate below the average percent of State staff time devoted to fulfilling the following functions:

Function	Percent of Total Staff Time
Breastfeeding training/promotion	3
Nutrition education	5
Monitoring of local agencies	5
Fiscal reporting	5
Food delivery system management	9
Vendor management	7
Certification	.5
Training	11
ADP system development and maintenance	11
Civil rights	.5
Coordination with other assistance programs	.5
Other (specify):	
See appendix	

ADDITIONAL DETAIL: Staffing & Organization Appendix List of FTEs WIC and percent of time WIC and/or Procedure Manual (cite):

3. Drug-Free Workplace

a. The State agency has a plan that will enable them to achieve a drug-free workplace.

☒ Yes ☐ No

b. Attach a description of the State agency's plans to provide and maintain a drug-free workplace in Appendix TDH Drug Free Workplace/Personnel Manual of this section.

ADDITIONAL DETAIL: Staffing & Organization Appendix and/or Procedure Manual (cite):

STAFF AND ORGANIZATION
Evaluation and Selection of Local Agencies

B. EVALUATION AND SELECTION OF LOCAL AGENCIES

☐ **DOES NOT APPLY (PROCEED TO NEXT SECTION)**

1. Local Agencies Authorized

83 number of local agencies authorized to provide WIC services last year

83 number of local agencies planned to provide WIC services this year

**ADDITIONAL DETAIL: Staffing & Organization Appendix
and/or Procedure Manual (cite):**

2. The State agency accepts applications from potential local agencies:

☐ annually ☐ biennially
☐ on an on-going basis ☒ other (specify) to cover state as needed

**ADDITIONAL DETAIL: Staffing & Organization Appendix
and/or Procedure Manual (cite):**

3. Existing local agencies must reapply and compete with new applicant agencies for authorization:

☐ annually ☐ biennially ☒ not applicable

**ADDITIONAL DETAIL: Staffing & Organization Appendix
and/or Procedure Manual (cite):**

4. Selection Criteria

a. The State agency uses the following criteria in selecting local agencies in new service areas and/or reviewing applications from existing service areas:

New Service Areas	Existing Service Areas	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	coordination with other health care providers
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	projected cost of operations/ability to operate with available funds
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	location/participant accessibility
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	financial integrity/solvency
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	relative need in the area
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	range and quality of services

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Evaluation and Selection of Local Agencies

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	history of performance in other programs
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	ability to serve projected caseload
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	other factors:
<input type="checkbox"/>	<input type="checkbox"/>	

- b. The State agency conducts studies (provide date of most recent study: **ongoing**) of the cost-effectiveness of local agency operations which examine:

<input type="checkbox"/>	location and distribution of local agencies vis-a-vis participants
<input checked="" type="checkbox"/>	clinic procedures to optimize participant access/service (PFA, etc.)
<input type="checkbox"/>	staff-to-participant ratios and related staffing analyses
<input type="checkbox"/>	comparative analyses of local agency/clinic costs
<input type="checkbox"/>	other

ADDITIONAL DETAIL: Staffing & Organization Appendix and/or Procedure Manual (cite):

5. The State agency enters into a formal written agreement or contract with each local agency

<input checked="" type="checkbox"/>	Yes (state duration): 1 yr	<input type="checkbox"/>	No
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ADDITIONAL DETAIL: Staffing & Organization Appendix and/or Procedure Manual (cite):

6. The State agency has established statewide fair hearing procedures for local agency appeals

<input checked="" type="checkbox"/>	Yes, attach local agency fair hearing procedures or specify the location in the Procedure Manual and reference below:
<input type="checkbox"/>	No
<input type="checkbox"/>	Not Applicable

ADDITIONAL DETAIL: Staffing & Organization Appendix and/or Procedure Manual (cite): CR: 03.0

7. The State agency maintains a listing of clinic sites which includes the following information. If available, please attach the listing in Appendix Listing isnot attached as it changes too often of this section:

<input checked="" type="checkbox"/>	Location
<input checked="" type="checkbox"/>	Type of site (e.g., hospital, health department, community action program)
<input type="checkbox"/>	Service area
<input type="checkbox"/>	Hours of operation

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- ☒ Days of operation
- ☐ Health services provided on site
- ☐ Social services provided on site
- ☐ Participation
- ☐ Other (specify):

**ADDITIONAL DETAIL: Staffing & Organization Appendix
and/or Procedure Manual (cite):**

STAFFING AND ORGANIZATION

Local Agency Staffing

C. LOCAL AGENCY STAFFING

☐ DOES NOT APPLY (PROCEED TO NEXT SECTION)

1. Staffing Standards

a. The State agency prescribes local agency staffing standards which include:

- ☒ credentials
- ☒ staffing levels
 - ☒ staff-to-participant ratio standards
 - ☐ time spent on WIC functions
 - ☐ other (specify):

- ☒ functions of CPAs
- ☒ paraprofessional requirements
- ☐ other (specify):

☐ not applicable

b. Local agencies follow staffing standards established by unions or local governmental authorities

☐ Yes ☒ No

**ADDITIONAL DETAIL: Staffing & Organization Appendix
and/or Procedure Manual (cite):**

2. Local Level Staffing Data

a. The State agency gathers and analyzes data to determine staff-to-participant ratios (check all that apply):

- ☒ for each clinic/local agency
- ☐ monthly
- ☐ annually
- ☐ certification
- ☐ nutrition education
- ☒ other (specify): **funding formula committee**
- ☐ at regular intervals
- ☐ quarterly
- ☐ administration
- ☐ certification
- ☐ by function
- ☐ food delivery

b. Results of analyses are reported back to local agencies

☐ No

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Local Agency Staffing

- ☒ Yes, in a single report comparing all local agencies
☐ Yes, in a local agency-specific report (no comparative data)

**ADDITIONAL DETAIL: Staffing & Organization Appendix
and/or Procedure Manual (cite):**

3. Local Agency Breastfeeding Staffing Requirement

The local agency has designated a staff person to coordinate breastfeeding promotion and support activities.

- ☒ Yes ☐ No